



MAIN SERVICE POSTGRADUATE

**OFFICE OF DEPUTY VICE CHANCELLOR
(ACADEMIC & INTERNATIONAL)**

NOTICE OF THESIS SUBMISSION PROCESS (GS-14a FORM)

PROCESS IN DETAIL

Responsibility	Flowchart	Details
Student/ Supervisory Committee		1.2 Discuss with the Supervisory Committee the Intention to Submit Notice of Thesis Submission (PU/S/BR03/GS-14a) form. If agreed, inform the Deputy Dean of the Faculty/School or Deputy Director of the Institute.
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute		1.3 (a) Ensure all credit/course requirements are met by students: <ul style="list-style-type: none"> (i) 6 credits for Masters/9 credits for PhD (ii) passed Comprehensive Examination (for PhD) (iii) passed Research Methodology (iv) passed SPS5903/SPS6903 - Seminar (Research Proposal) (v) passed Malay Language Course (for international student) (b) Submit student's information to the SGS.
TD/PT/ PT (P/O) SGS		1.4 Check the required information and inform the iDEC to open the system.
Student		1.5 Once the system opens, download the Notice of Thesis Submission (PU/S/BR03/GS-14a) form through student portal. Obtain the signatures of Supervisory Committee members and submit the form to the Deputy Dean of the Faculty/School or Deputy Director of the Institute office with the following documents: <ul style="list-style-type: none"> (a) Abstract/Summary of Research; and (b) Table of Content
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute		1.6 (a) Receive completed Notice of Thesis Submission (PU/S/BR03/GS-14a) form from student and verify information received. (b) Start the nomination process for JKPPT members once the form PU/S/BR03/GS14a is received from the student. (c) Complete information regarding nomination proposal of JKPPT members in i-GIMS and print Nomination of Thesis Examination Committee (PU/S/BR03/GS-14b) form. Notes: <ul style="list-style-type: none"> • Information can only be uploaded once the JKP Chairman has endorsed the PU/S/BR03/GS-14a form in i-GIMS and student's status is active.
PT/ PT (P/O) Faculty/School/ Institute		(d) Forward the nominated JKPPT members' names to SGS via PU/S/BR03/GS-14b form that has been completed together with the external examiner's curriculum vitae, within 60 days upon receiving PU/S/BR03/GS-14 form from students.



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TD/PT/PT (P/O) SGS		<p>1.7 Check the nomination of JKPPPT members appointment and ensure the criteria set in Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003 are complied.</p>
PT SGS		<p>1.8 Complete and appropriate</p> <p>(a) If Yes, proceed to step 1.10. (b) If No, proceed to step 1.9.</p>
PT SGS		<p>1.9 Request faculty/institute to complete the required information or make changes as suggested and/or present new suggestion within thirty (30) days after the date of notice sent by SGS and proceed to step 1.7.</p>
TD/PT/PT (P/O) SGS		<p>1.10 Prepare meeting documents for the nomination of JKPPPT members for JKKPPPTP review.</p>
TD/PT/PT (P/O) SGS		<p>1.11 Supported nomination</p> <p>(a) If Yes, proceed to step 1.12. (b) If No, proceed to step 1.9.</p>
TD/PT/PT (P/O) SGS		<p>1.12 Prepare meeting documents for the nomination proposal of JKPPPT members that have been reviewed by JKKPPPTP to be considered and approved by JKPSU.</p> <p>Note:</p> <ul style="list-style-type: none"> For special cases, proposed nomination JKPPPT member can be forwarded directly to JKPSU with the Dean's approval without being received by JKKPPPTP.
TD/PT/PT (P/O) SGS		<p>1.13 Approved</p> <p>(a) If Yes, proceed to step 1.15. (b) If No, proceed to step 1.14</p>
TD/PT/PT (P/O) SGS		<p>1.14 (a) Request faculty/institute to make proposal and/or present new suggestions thirty (30) days after the notice is sent. (b) Ensure the suggestion is reconsidered by JKPSU for approval.</p>



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<p>PT/PT (P/O) SGS</p> <p>Student</p>	<pre> graph TD B((B)) --> 1.15[1.15 Upload JKPSU Result into i-GIMS] 1.15 --> 1.16[1.16 Thesis Submission for Examination] 1.16 --> 1.17([1.17 The Process Ends]) </pre>	<p>1.15 Upload JKPSU result into i-GIMS.</p> <p>1.16 Submit a thesis for examination with:</p> <ul style="list-style-type: none"> (a) Thesis Submission for Examination (PU/S/BR03/GS-15a) form; (b) 4 copies (for PhD)/3 copies (for Master) of thesis (A4 format); (c) 4 copies (for PhD)/3 copies (for Master) of plagiarism report (i.e. Turnitin); and (d) 1 CD of pdf version of thesis and Turnitin report.
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(Update: 1 December 2020)

TERMINOLOGY

- iDEC : InfoComm Development Centre
- JKPPT : Thesis Examination Committee
- JKKPPPTP : Supervisor and Thesis Examiner Appointment Subcommittee
- JKPSU : University Graduate Studies Committee
- PT : Administrative Officer
- PT (P/O) : Administrative Assistant (Clerical and Operational)
- SGS : School of Graduate Studies
- TD : Deputy Dean
- TP : Deputy Director